

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Legal Counsel		SOP #: GA.005.00
Effective Date	08/23/2019	
Last Revision/Review	08/23/2019	

1. Purpose

Identify the process of faculty and staff seeking legal advice from BCOM's Office of General Counsel regarding College-related business.

2. Related Policy/Authority

3. Faculty/Staff Responsibilities

BCOM General Counsel, President, Dean/CAO, CFO/Vice President of Administration

4. Definitions/Abbreviations

5. Procedural Steps

1. The following have the ability to seek advice directly from BCOM's Office of General Counsel:
 - a. President,
 - b. Dean/CAO
 - c. CFO/VP of Administration
2. Others may request from permission to seek advice from BCOM's Office of General Counsel from the Dean/CAO and/or CFO/VP of Administration.
3. The Dean shall be copied on any academic-related inquiry with legal counsel including replies from legal counsel.
4. The CFO/VP of Administration shall be copied on any non-academic related inquiries and any financial related inquiries with legal counsel including replies from legal counsel.

6. Reports/Charts/Forms/Attachments/Cross References

7. Maintenance

8. Signature

Signature on File	8/23/2019
President	Date

9. Distribution List

Internal/External

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10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
1	[e.g., 3.1]			